



# 2015 PUBLIC HEARING PROCESS AND SCHEDULE

Some project applications require a public hearing, which allows applicants and community members to be heard in a public forum before a decision is made on the application. This handout is an overview of the public hearing process and schedule.

**THIS SCHEDULE IS TENTATIVE AND SUBJECT TO CHANGE DUE TO AGENDA LENGTH, APPLICATION COMPLETENESS OR OTHER FACTORS.**

<b>Closing Date (Wednesdays)</b>	<b>Project Review Committee (PRC) (Wednesdays)</b>	<b>Zoning Administrator Hearing (Wednesdays)</b>	<b>Planning Commission Hearing (Mondays)</b>
<i>Dec 17, 2014</i>	Jan 5	Jan 28	Feb 9
Jan 2	Jan 12	Feb 11	Mar 9
Jan 14	Jan 28	Feb 25	Mar 23
Jan 28	Feb 11	Mar 11	Apr 13
Feb 11	Feb 25	Mar 25	Apr 27
Mar 4	Mar 18	Apr 15	May 11
Mar 18	Apr 1	Apr 29	May 27
Apr 1	Apr 15	May 13	Jun 8
Apr 15	Apr 29	May 27	Jun 22
Apr 29	May 13	Jun 10	Jul 13
May 13	May 27	Jun 24	Jul 27
Jun 3	Jun 17	Jul 15	Aug 10
Jun 17	Jul 1	Jul 29	Aug 24
Jul 1	Jul 15	Aug 12	Sep 14
Jul 15	Jul 29	Aug 26	Sep 28
Aug 5	Aug 19	Sep 16	Oct 12
Aug 19	Sep 2	Sep 30	Oct 26
Sep 2	Sep 16	Oct 14	Nov 9
Sep 16	Sep 30	Oct 28	Nov 23
Sep 30	Oct 14	Nov 11	Dec 14
Oct 14	Oct 28	Nov 25	Dec 28
Nov 4	Nov 18	Dec 16	Jan 11, 2016
Nov 18	Dec 2	Dec 30	Jan 25, 2016
Dec 2	Dec 16	Jan 13, 2016	Feb 8, 2016
Dec 16	Dec 30	Jan 27, 2016	Feb 22, 2016
<b>Dec 30</b>	<b>Jan 13, 2016</b>	<b>Feb 10, 2016</b>	<b>Mar 14, 2016</b>
<b>Jan 13, 2016</b>	<b>Jan 27, 2016</b>	<b>Feb 24, 2016</b>	<b>Mar 28, 2016</b>
<b>Feb 3, 2016</b>	<b>Feb 17, 2016</b>	<b>Mar 16, 2016</b>	<b>Apr 4, 2016</b>

Dates in *italics* have been adjusted for holidays or other special circumstances.

## **CLOSING DATES**

*In order to be tentatively scheduled for a public hearing (or PRC meeting for Preliminary Review applications), applications must be submitted to the Planning Division at the One-Stop Permit Center by 5 p.m. on the closing date shown in the schedule. Applications missing required information will not be accepted. Consult with the on-duty Planner for required submittal materials.*

## **PROJECT PLANNER**

*Once a project application is accepted, it is assigned to a Project Planner. The Project Planner will serve as the City staff liaison during the application review process until project completion.*

## PRC MEETING

**WEST CONFERENCE ROOM, CITY HALL, 1:30 P.M.,  
WEDNESDAYS**

### **APPLICANT ATTENDANCE ENCOURAGED**

The PRC consists of representatives from the Departments of Community Development (Planning and Building), Public Safety (Fire and Crime Prevention), Environmental Services and Public Works (Engineering, Transportation & Traffic and Trees & Landscaping). The PRC reviews applications for technical compliance with the California Environmental Quality Act (CEQA), City codes, design guidelines, policies and other specifications. Less complex projects may not be reviewed by the entire PRC. At the PRC meeting, applicants will receive written comments, including a list of additional information required to perform a thorough analysis of the project. More complex projects may receive comments a week after the meeting. PRC comments do not constitute a recommendation of approval or denial of the project. Based on the PRC comments, the Project Planner will determine if the application is complete.

### **PROJECT APPLICATION COMPLETENESS**

Incomplete applications cannot be scheduled for public hearings. The project must first be deemed complete either by the PRC or the Project Planner. The deadline for submittal of missing material is typically noon Tuesday the week following the PRC meeting. Major changes to a project from the initial PRC review will require another PRC review before being scheduled for public hearings.

### **PRELIMINARY REVIEW**

Preliminary Review is an optional process for applicants to submit schematic plans of a project for PRC review and receive early feedback from City staff before submitting a formal project application. The process starts at application submittal and ends at the PRC meeting with no formal decision made on the application. **Preliminary Review is strongly encouraged for complex projects, large projects or potentially controversial projects.**

### **PLANNING COMMISSION STUDY SESSION**

**WEST CONFERENCE ROOM, CITY HALL, 7 P.M.**

#### **APPLICANT ATTENDANCE ENCOURAGED**

A Planning Commission (PC) study session may be required depending on the complexity of an application. A study session can help identify issues that the PC wants addressed before the project is formally reviewed at a hearing. The study session is open for the public to attend, but it is not a public hearing and no decision is made on the application. A project is typically scheduled for a study session 2-4 weeks before its scheduled public hearing. PC study session dates are the same as the PC hearing dates.

## PUBLIC HEARINGS

**APPLICANT ATTENDANCE REQUIRED OR REVIEW COULD BE CONTINUED TO A LATER DATE**

The public hearing is a publicly advertised meeting where the public has an opportunity to comment and participate on matters under consideration, such as development project applications. The applicant is given an opportunity to make a short presentation before members of the public can speak on the proposed project. After receiving public testimony, the decision making body will typically make a decision on the project application.

### **LEVEL OF REVIEW**

Depending on the complexity of the project and the environmental review (per CEQA) required, an application would require either Zoning Administrator or Planning Commission hearing. Some projects will require City Council review, which will typically be 3-5 weeks following the Planning Commission hearing. Consult with a Planner to see which type of hearing is required.

**ZONING ADMINISTRATOR HEARING  
WEST CONFERENCE ROOM, CITY HALL  
3 P.M.**

**PLANNING COMMISSION HEARING  
COUNCIL CHAMBERS, CITY HALL  
8 P.M.**

**CITY COUNCIL HEARING  
COUNCIL CHAMBERS, CITY HALL  
7 P.M.**

## APPEALS

Title 19 (Zoning) of the Sunnyvale Municipal Code describes when decisions may be appealed to another decision making body. Any person aggrieved by a Zoning Administrator decision may appeal it to the Planning Commission. Some decisions by the Planning Commission may be appealed to the City Council; others are final. City Council decisions are final.

To file an appeal, a complete application form, a written letter stating the reasons for the appeal and the required fee must be submitted to the Planning Division at the One-Stop Permit Center within 15 days of the date of the decision.